

# UNT SYSTEM™

## Strategic Infrastructure, Planning & Construction

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DATE: January 24, 2023  
TO: Potential Respondents  
FROM: Elaine Robbins – Construction Contract Coordinator II  
SUBJECT: Addendum #1  
RFQ769-23-155349ER  
UNTHSC CCAP (Capital Construction Assistance Program)  
Projects

This Addendum is being issued as there is a change to the Request for Qualifications (RFQ) that was originally posted regarding Historically Underutilized Businesses (HUB) Sub-contracting Plan requirements.

UNTS is changing the requirement that a HUB Sub-contracting Plan will be required with your qualification response to **not** being required with your submission.

It has been determined as shown below that the HSP will ONLY be required when a contract is negotiated with the awarded firm.

The Owner has set the cumulative HUB Sub-Contracting goal for all projects related to this solicitation at 23.7% which has NOT changed from what was originally posted. Responses must include an anticipated cumulative HUB utilization goal for the firm in their qualifications response.

The change to the section are as noted below:

### **What was Published:**

#### Document 001100 – NOTICE TO DESIGN PROFESSIONALS

##### **Historically Underutilized Business (HUB)**

It is the policy of the Owner to promote and encourage contracting and subcontracting opportunities for HUB in all contracts. The firm will be required to provide a HUB Subcontracting Plan (HSP) for the intended subcontracting opportunities for this project. The Owner has set a HUB Subcontracting goal for this service at 23.7%.

All subcontracted work whether identified by the Owner or not, is required to be identified in the HSP. The Plan should reflect all subcontracting opportunities to be utilized in this project and can be found online at (<http://www.window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan--allfms.pdf>) Complete, print, sign and submit the HUB Subcontracting Plan form with the bid response. **Failure to complete the HSP correctly will disqualify your RFQ response. Please return the HSP in a clearly marked envelope, separate from your RFQ response or submit through the UNTS Jaggaer link** <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS>.

#### DOCUMENT 002400 – SCOPE FOR QUALIFICATIONS

##### **Historically Underutilized Businesses (HUB)**

**HUB Subcontracting Plans (HSP) will be required with your response.** The HSP must cover Programming, Design and Construction Administration activities and associated sub-consultants. The Owner has set a HUB Subcontracting goal for this service at 23.7%.

UNT System will accept both your response and the HUB Subcontracting Plan electronically through Jaggaer link <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS>. Your response should be submitted electronically. Please submit the HUB Sub-Contracting Plan as a separate pdf. file.

Plan for participation of Historically Underutilized Businesses (HUB):

1. It is the policy of the Owner to promote and encourage contracting and subcontracting opportunities for HUB in all contracts. A HUB Subcontracting Plan (HSP) must be submitted with this proposal as specified in “3” below.

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2. The Owner has determined subcontracting opportunities are possible and have identified the following areas:  
Programming, Mechanical Engineering, Electrical Engineering, Plumbing Engineering, Structural Engineering, Interior Design, Construction Cost Estimating, Code Consultation, Audio Visual Design
3. Subcontracted work, whether identified by the Owner or not, is required to be identified in the HSP. Please complete the attached HSP for all subcontracting opportunities to be utilized in the project. Failure to complete the HSP correctly will disqualify the firm's RFQ response.

Only responses with approved HSP's will be evaluated. Failure to return the HSP in a separate, clearly marked envelope, separate from your RFQ response, will prevent the Owner from evaluating your response or your HSP may be submitted electronically though Jaggaer link <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS>.

Firms are encouraged to contact Lisa Tovar-Martinez or Ashley Salazar Hernandez by email to [hub@untsystem.edu](mailto:hub@untsystem.edu) with questions regarding completing the HSP. Additional information can also be found at the Texas Comptroller for Public Accounts website at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/>.

### CHANGING TO THE FOLLOWING:

#### DOCUMENT 001100 – NOTICE TO DESIGN PROFESSIONALS

##### **Historically Underutilized Business (HUB)**

It is the policy of the Owner to promote and encourage contracting and subcontracting opportunities for HUB in all contracts. The firm will be required to provide a HUB Subcontracting Plan (HSP) for the intended subcontracting opportunities for this project **during contract negotiations. An HSP is not required with your solicitation response.** The Owner has set **the cumulative HUB Subcontracting goal for all projects related to this solicitation at 23.7%.**

All subcontracted work whether identified by the Owner or not, is required to be identified in the HSP. The Plan should reflect all subcontracting opportunities to be utilized in this project and can be found online at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan--allfms.pdf>.

**Responses must include an anticipated cumulative HUB utilization goal for the firm.**

#### DOCUMENT 002400 – SCOPE FOR QUALIFICATIONS

##### **Historically Underutilized Businesses (HUB)**

**HUB Subcontracting Plans (HSP) will not be required with your response but will be required when a contract is negotiated.** The HSP must cover Programming, Design and Construction Administration activities and associated sub-consultants. The Owner has set a HUB Subcontracting goal for this service at **23.7%.** Responses must include an anticipated cumulative HUB utilization goal for the firm.

~~UNT System will accept both your response and the HUB Subcontracting Plan electronically through Jaggaer link <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS>. Your response should be submitted electronically. Please submit the HUB Sub-Contracting Plan as a separate pdf. file.~~

Plan for participation of Historically Underutilized Businesses (HUB):

1. It is the policy of the Owner to promote and encourage contracting and subcontracting opportunities for HUB in all contracts. ~~A HUB Subcontracting Plan (HSP) must be submitted with this proposal as specified in "3" below.~~
2. The Owner has determined subcontracting opportunities are possible and have identified the following areas:  
Programming, Mechanical Engineering, Electrical Engineering, Plumbing Engineering, Structural Engineering, Interior Design, Construction Cost Estimating, Code Consultation, Audio Visual Design.

~~Subcontracted work, whether identified by the Owner or not, is required to be identified in the HSP. Please complete the attached HSP for all subcontracting opportunities to be utilized in the project. Failure to complete the HSP correctly will disqualify the firm's RFQ response.~~

~~Only responses with approved HSP's will be evaluated. Failure to return the HSP in a separate, clearly marked envelope, separate from your RFQ response, will prevent the Owner from evaluating your response or your HSP may be submitted electronically though Jaggaer link <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS>.~~

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